

1. The following information is provided in order to assist you, your command, and your servicing PSD in processing your transition from enlisted to commissioned status. Complying with all requirements identified below will alleviate many pay entitlement problems that are normally encountered by newly commissioned Limited Duty Officers (LDO) and Chief Warrant Officers (CWO) during training at Newport, RI. Many of these problems are unfortunately attributed to the improper system conversion from enlisted to officer status. The ultimate goal of these recommendations is to ensure that your transition is not financially disruptive.

2. Ensure your PSD or ship's office processes the following transactions in the sequential order indicated prior to your detachment:

- **Step 1)** Mail the original signed oath of office (NAVPERS 1000/4) to PERS 4802A. The oath of office must be dated and signed on the first day of the commissioning month. **DO NOT SIGN/DATE** before the first day of commissioning month.
- **Step 2)** Convert the member to officer status by processing an E603 using the conversion/reversion panel in NSIPS.
- **Step 3)** Ensure the above document in step (2) posts by checking OPINS (Officer Personnel Information System), screen I22, for a F8 TAC line. This transaction normally takes 24-48 hours to post in the system. Once it reflects, proceed to step 4. This is an important process because without the F8 line, all other documents will reject causing the member major pay problems.
- **Step 4)** Credit the member for enlisted time by transmitting a T205 or using the personnel maintenance/service dates panel in NSIPS. This will update the member's status from O1 to O1E.
- **Step 5)** Process a ML33 and a 5903 in DMO or NSIPS. ML33 reports officer confirmation of accession and a 5903 generates a \$400.00 officer clothing allowance.
- **Step 6)** Prepare a DD214 for Chief Warrant Officers **ONLY** and close out enlisted service record. CWOs are permanent appointments and are required to have a DD214. Limited Duty Officers are temporary appointments and should not have a DD214 prepared upon commissioning. Please **DO NOT** transmit any separation documents in the system, such as E503 or strength loss in NSIPS. Preparing separation documents for newly commissioned officers will result in major pay problems.

3. It is imperative members receive advance per diem for the first 30 days of LDO/CWO Indoctrination prior to detaching your command. Per Diem is required for expenses that will be incurred upon arrival to Newport, RI. Member should receive Proportional Meal Rate (Ref JFTR).

4. Prospective officers (both LDOs and CWOs) who do not have sufficient OBLISERV beyond their commissioning date will be required to execute a two-month extension of their enlistment to take them beyond their commissioning date. This is necessary in order to alleviate possible break in monetary entitlements under the DJMS pay system. Ensure this is completed.

5. Your command/servicing PSD should **NOT** prepare separation documents (E503). This will result in major (**repeat MAJOR**) pay problems. Note: E503 will record you as a Navy Strength Loss to the Bureau/Enlisted Strength Loss to DFAS.